

Currently Available CDS Courses:

The following is a list of courses available in the College of Direct Support. The library will continue to grow and additions and updates to courses will be made to keep them current.

EMPLOYMENT SUPPORTS FOR PEOPLE WITH DISABILITIES: EXPLORING INDIVIDUAL PREFERENCES FOR JOB ATTAINMENT

This course reviews employment and employment supports for people with disabilities. It will help you understand the variety of supports available, the importance of identifying and using the preferences of a job seeker, and learning the steps in finding a job. The following lessons are included in this course.

Lesson 1: Introduction to Employment Supports

Lesson 2: Identifying Individual Employment Preferences, Interests, Strengths, and Support Needs

Lesson 3: Job Opportunities and Job Searching

Lesson 4: Applying, Interviewing, and Making Accommodations

PERSONAL CARE

This course provides information on why grooming and hygiene is an important part of daily life. Grooming and hygiene can reflect a person's well-being and self-esteem. Poor hygiene can lead to poor health. Many direct support professionals help people with grooming and hygiene activities. These include tasks such as helping with dressing, bathing, shaving, or using the toilet. It may also include teaching these skills to children or adults with special needs. Direct support professionals may feel uncomfortable assisting people with grooming and hygiene. Learning to support people with personal care in a sensitive and respectful manner is discussed. It is also important to respect a person's own grooming habits. These are personal and unique, and can be culturally based. Direct support professionals will learn how to find out about people's personal style and preferences. Learners will review methods for completing many grooming and hygiene tasks. This course will also help learners understand health concerns and risks related to personal care.

Lesson 1: Understanding Personal and Self Care

Lesson 2: Providing Individualized Personal Care Support

Lesson 3: The Basics of Hygiene

Lesson 4: The Basics of Grooming and Dressing

Lesson 5: Oral Care

SAFETY AT HOME AND IN THE COMMUNITY

This course provides an overview of methods for preventing and responding to safety issues at home and in the community away from home. Lessons include information on safety while driving, creating safe home environments, and safe handling of blood borne pathogens (universal precautions and OSHA requirements). Information for preventing and responding to specific situations such as fires, natural disasters, acts of terrorism, and other emergencies is covered. Throughout the lessons, the learner is asked to think about balancing safety concerns with personal choice and opportunity for people with disabilities by reflecting on examples that represent the types of challenges DSPs face today. Because safety risks have a lot to do with individual circumstances, the learner is asked to apply learning to the policies and procedures of the specific support setting in which they work, as well as to the unique needs of each person supported. The following lessons are included in this course -

Lesson 1: Risks, Choice, and Common Sense

Lesson 2: Safety at Home

Lesson 3: Fire Safety

Lesson 4: Responding to Emergencies

Lesson 5: Safety for All Occasions

Lesson 6: Motor Vehicle Safety

Lesson 7: Universal Precautions and Infection Control

Lesson 8: Accident and Incident Reporting

MALTREATMENT OF VULNERABLE ADULTS AND CHILDREN

This course helps the learner understand what abuse, neglect, and exploitation are; how to identify suspected cases of abuse, neglect or exploitation; how to protect the person who may have been harmed from further exploitation; and how to effectively document these situations. This course teaches learners about specific reasons people with disabilities may be more vulnerable to abuse, neglect, or exploitation and what strategies they can use to reduce peoples' vulnerabilities. Protection and advocacy, state ombudsman, and other agencies that deal with abuse and neglect situations are described and explained to the learner. The following lessons are included in this course -

Lesson 1: Defining Abuse, Neglect, and Exploitation

Lesson 2: Preventing Abuse, Neglect, and Exploitation

Lesson 3: Reporting Abuse, Neglect, and Exploitation

Lesson 4: Documenting Abuse, Neglect, and Exploitation

Lesson 5: Following Up on Reports

SUPPORTING HEALTHY LIVES

This course provides an overview of information needed to understand what it takes to lead a healthy life and how to support people with disabilities in making good choices related to their health. It covers the importance of making healthy choices such as eating right and getting the right amount of exercise. It reviews health-related issues across the life span and gives advice on working with health care providers. A lesson on recognizing the signs and symptoms of illness is included along with information on how to take care of someone who is ill. The following lessons are included in this course -

Lesson 1: Living a Healthy Life

Lesson 2: Health Through the Age Span

Lesson 3: Individual Health Needs

Lesson 4: Care of Common Health Care Conditions

Lesson 5: Recognizing Signs and Symptoms of Illness

Lesson 6: Working with a Health Care Provider

INDIVIDUAL RIGHTS AND CHOICE

In this course, the learner gains knowledge of the rights of individuals with disabilities including a brief overview of relevant laws and their historical roots. It teaches how to balance the right to take risks with the right to be protected from harm, and provides valuable skills in facilitating choice-making by the individuals to whom DSPs provide support. It is recommended that the learner complete the course on Maltreatment of Vulnerable Adults and Children along with this course to better understand rights. While this course discusses many federal laws that concern the rights of individuals with disabilities, state and local communities also have laws that pertain to rights. Learners are encouraged to contact their state or local government representatives and their supervisor to find out about local laws. Agencies are encouraged to use the tailoring options of the CDS to identify state and local laws and information that DSPs should know. The following lessons are included in this course -

Lesson 1: Overview of Rights

Lesson 2: Identifying Restrictions of Rights

Lesson 3: A Past of Barriers, a Future of Risks, Choices, and Solutions

Lesson 4: Your Role in Supporting Expression of Rights and Facilitating Choice

COMMUNITY INCLUSION

This course helps DSPs understand their roles in supporting the inclusion of people with developmental disabilities in the communities in which they live and work. It provides an overview of inclusion and why it is important, and the learner is given strategies for enhancing inclusion of individuals with developmental disabilities. The following lessons are included in this course -

Lesson 1: The DSP Role in Community Inclusion

Lesson 2: Matching Community Resources with Individual Interests

Lesson 3: Community Bridge-Building and Networking

Lesson 4: Natural Supports

POSITIVE BEHAVIOR SUPPORT

This course is an introduction to methods of supporting people who engage in challenging behaviors. Strategies that are safe, fair, compassionate, and effective in preventing and reducing problem behaviors are included. The learner is provided with definitions of challenging behavior and basic behavioral terms and principles. The learner will understand more about the history of treatment of people with developmental disabilities and why the person-centered practices at the heart of positive behavior supports are being embraced. The course teaches learners about regulations in the use of behavioral interventions and provides practical information on how to effectively support people who present behavioral challenges. The following lessons are included in this course -

Lesson 1: Understanding Behavior

Lesson 2: Functions and Causes of Behavior

Lesson 3: Understanding Positive Approaches

Lesson 4: Preventing Challenging Behavior

Lesson 5: Responding to Challenging Behavior

Lesson 6: Behavior Support Plans

Lesson 7: Rules, Regulations, Policies, and Rights

DOCUMENTATION

This course provides the learner with a thorough understanding of why it is important to record specific activities or events, different types of documentation, ways of effectively

completing documentation, and the importance of maintaining confidentiality in documentation. Learners are given general guidelines for documentation and are urged to review the policies and procedures of their employers and states. Agencies and states are encouraged to take advantage of the easy-to-use tailoring features of the CDS to present learners with specific information about their agency or state. The following lessons are included in this course -

Lesson 1: Purposes of Documentation

Lesson 2: Types of Documentation

Lesson 3: Effective Documentation

Lesson 4: Confidentiality in Documentation

YOU'VE GOT A FRIEND: SUPPORTING FAMILY CONNECTIONS, FRIENDS, LOVE, AND THE PURSUIT OF HAPPINESS

This course explores the importance and meaning of human relationships in the lives of all people, including people of all ages with disabilities. In it the learner reflects on the benefits that healthy relationships bring to people's lives and why they are valuable. The learner identifies the common perceptions and prejudices about people with disabilities that create barriers to social relationships. The learner is taught the common challenges that DSPs face when supporting people in developing and maintaining relationships and specific strategies for overcoming these challenges. In addition, the learner explores family relationships and how to effectively support these special long-term relationships that are so important to people with developmental disabilities. The following lessons are included in this course -

Lesson 1: The Importance of Relationships

Lesson 2: Barriers, Challenges, and Opportunities for Friendships

Lesson 3: Strategies for Building and Maintaining Relationships

Lesson 4: Supporting Family Networks

DIRECT SUPPORT PROFESSIONALISM

This course introduces the learner to the importance and benefits of a professional orientation to the DSP role and to the history and status of the professionalism movement. The national movement to professionalize direct support is described. The reasons why professionalism is important, progress that has been made in creating a profession and how DSPs can become part of the professionalism movement are included. An ethical code for DSPs is reviewed along with ways of applying these ethical guidelines in daily practice. The following lessons are included in this course -

Lesson 1: Becoming a Direct Support Professional

Lesson 2: Contemporary Best Practices

Lesson 3: Applying Ethics in Everyday Work

Lesson 4: Practicing Confidentiality

Lesson 5: Working with Your Strengths and Interests

INTRODUCTION TO DEVELOPMENTAL DISABILITIES

This course provides the learner with a background in the history, language, and basic concepts of services for persons with developmental disabilities. In this course the learner reviews the ideas and learns the vocabulary that is important to working within the field of developmental disabilities. This information makes the learner more effective in communicating with others and in understanding the system in which developmental disabilities services are provided. The following lessons are included in this course -

Lesson 1: A Brief History of Developmental Disabilities

Lesson 2: The Language and Ideas of Best Practices

Lesson 3: Terminology and Classification in Developmental Disabilities

Lesson 4: The Causes of Developmental Disabilities

Lesson 5: Services for People with Developmental Disabilities

TEACHING PEOPLE WITH DEVELOPMENTAL DISABILITIES

This course is an overview of the important role that DSPs have in teaching people with developmental disabilities. It provides the learner with a basic understanding of teaching and learning, an important part of the direct support role. It helps the learner move beyond a "caregiving" role to one of being a true supporter and professional. This course helps the learner understand why it is important for all people to learn new things, what motivates people to learn, what teaching strategies help people with developmental disabilities learn, and how teaching and learning can be effectively organized. The following lessons are included in this course -

Lesson 1: Understanding Teaching

Lesson 2: Preparing to Teach

Lesson 3: Teaching Strategies

Lesson 4: Organizing and Applying Teaching Strategies

CULTURAL COMPETENCE

This course is an overview of cultural competence and its importance in daily support to people with disabilities. The learner is helped to understand the key components of cultural competence including: valuing diversity; recognizing one's own culture and the culture of others; and having the resources and ability to adjust one's behavior to meet the needs of the situation. Learners are asked to reflect on their capacities in these areas at different points during the course. The learner is given many opportunities to learn more about their own culture and reflect on the similarities and differences with other cultures.

Lesson 1: What is Cultural Competence?

Lesson 2: Understanding You Own Culture

Lesson 3: The Culture of Support Services

Lesson 4: The Cultural Competence Continuum

Lesson 5: Cross-Cultural Communication

Lesson 6: Cultural Competence in Daily Support

Lesson 7: Direct Support Professional Roles in Culturally Competent Organizations.

MEDICATION SUPPORT

This course is an introduction to supporting people in effectively and safely managing their medications. The course includes information on: working with prescribing health care professionals; proper storage and administration of medications; monitoring for problems reactions to medications; and communication and documentation. The course must meet the needs of multiple and at times conflicting needs of different learners caused by differences in regional laws and the needs of the persons being supported. It has been developed with some unique tools and structures to help the learner with this. This course has been developed with 2 mini-lessons which are highly focused on one set of skills and can be completed more quickly than the full lessons. Learners should take these only as they apply to their needs. The following lessons and mini-lessons are included in this course.

Lessons:

Lesson 1: Introduction to Medication Support

Lesson 2: Medication Basics

Lesson 3: Working with Medications

Lesson 4: Administration of Medications and Treatments

Lesson 5: Follow-up, Communication, and Documentation.

Mini-Lessons:

Lesson 6: Using Medication References.

Lesson 7: Medical Abbreviations.

PERSON-CENTERED PLANNING AND SUPPORTS

This course will help learners understand the foundational concepts and values of Person-Centered Planning and the benefits of this type of planning. The history of Person-Centered Planning is reviewed. The course includes an overview of five different types of planning as they are done today. It includes information and tips on participating meaningfully in a Person-Centered Plan. The course outlines steps that help the direct support professional bring these plans to life. Common challenges to person-centered services are reviewed and the learner is given a chance to learn about and create solutions to these types of challenges.

Lesson 1: Foundational Concepts

Lesson 2: Person-Centered Planning Approaches

Lesson 3: Contributions People Can Make to the Person-Centered Planning Process

Lesson 4: Making Person-Centered Plans Come to Life

Lesson 5: Challenges and Barriers to Person-Centered Planning

Currently Available CFSM Courses:

TRAINING AND ORIENTATION

This course reviews the need for assessing employee skills as the foundation of successful training and development programs. The course teaches various components of training and how training practices can influence the retention rates of high-potential staff. Ways to structure training including methods and topics for training are reviewed. Because orientation serves a different purpose than skill training, a separate lesson on orientation practices is included. The following lessons are included in this course -

Lesson 1: Understanding Training

Lesson 2: Choosing Training Topics

Lesson 3: Choosing Training Methods

Lesson 4: Understanding Employee Assessment

Lesson 5: Orientation Practices

FUELING HIGH PERFORMANCE

This course focuses on reducing turnover among high-potential staff by providing professional development opportunities and by establishing consistent and high performance requirements. It reviews a number of important interventions that give structure and definition to expectations that promote high quality performance. The following lessons are included in this course -

Lesson 1: Competency-Based Training

Lesson 2: Employee Development

Lesson 3: Building a Successful Team

Lesson 4: Coaching and Positive Discipline

Lesson 5: Employee Participation, Motivation, and Recognition

RECRUITMENT AND SELECTION

You will not retain the right staff if you cannot find and hire them. This course will help you understand how to bring more potential employees to your door and how to choose the best of those that apply. This course has 3 lessons -

Lesson 1: Recruitment and Marketing

Lesson 2: Realistic Job Previews

Lesson 3: Selection and Hiring

DEVELOPING AN INTERVENTION PLAN

This course teaches learners how to develop an effective plan for employee retention based on analysis of specific needs in their service settings. It teaches learners how to calculate and track turnover and vacancy rates and how to use the results to select the best interventions and monitor progress. It also teaches how to anticipate and overcome barriers and challenges in implementing intervention plans. The following lessons are included in this course -

Lesson 1: Understanding the Intervention Plan

Lesson 2: Assessing the Challenge Part 1: Retention Basics

Lesson 3: Assessing the Challenge Part 2: Additional Assessment and the Assessment Process

Lesson 4: Developing an Intervention Plan